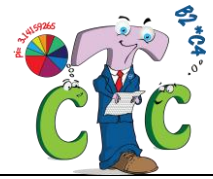




Quick Reference Guide 4

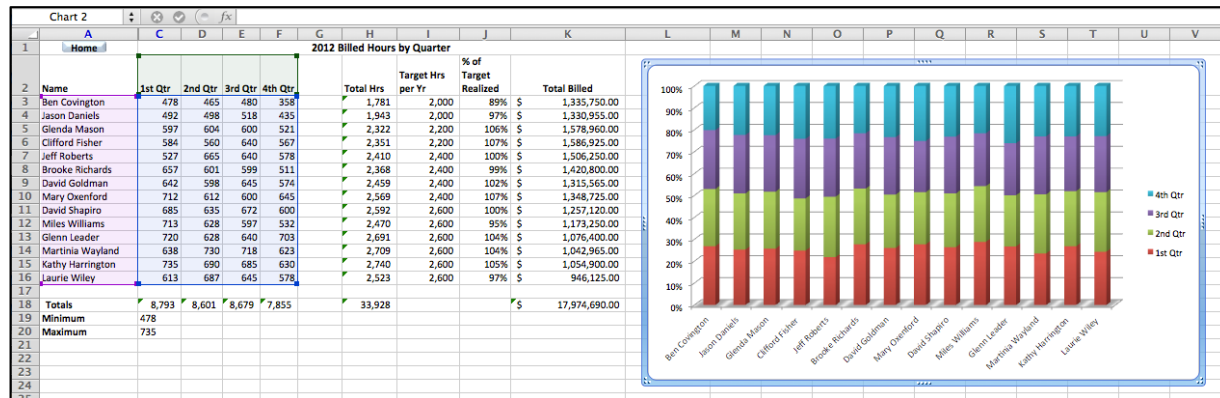
Excel 2011 for Macintosh

Charts



Creating Charts

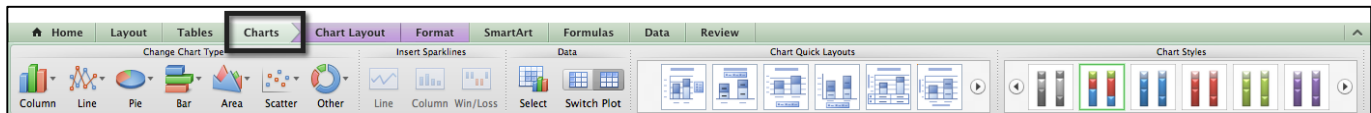
1. Select the range of cells to be charted. Click into the first cell of the data and hold the mouse as you drag across the rows and down the columns, thereby highlighting the data. Then release the mouse.
2. Click the **Chart** tab to display the available options on the Ribbon (shown below).
3. Select the appropriate chart type from the options **Column**, **Line**, **Pie**, **Bar**, **Area**, **Scatter**, or click the **Other** button to select from additional options. A palette displays with various subtypes of charts.
4. Select the desired chart. Excel instantly displays the chart.



Modifying Charts

Use the **Chart**, **Chart Layout**, and **Format** Tabs to modify the chart. Click into the chart to display the **Chart Layout** and **Format** Tabs.

Charts Ribbon: Change Chart Type, Insert Sparklines, Data, Chart Quick Layouts, and Chart Styles




- Use the various chart types – **Column**, **List**, **Pie**, **Bar**, **Area**, **Scatter** and **Other** – to define the chart structure.
- Use the options in the **Insert Sparklines** group to add **Lines**, **Columns**, or show **Win/Loss** content in a column in the data.



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

- Click the **Select** button to change the selected data range used in the chart. The *Select Data Source* dialog box displays (shown right).

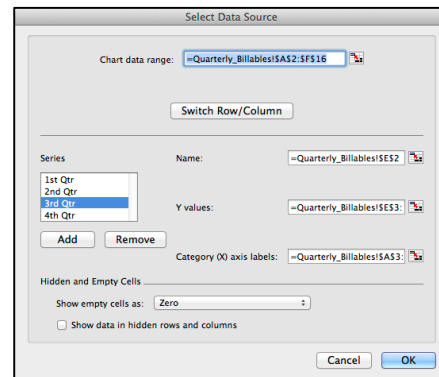
- Click  the **Collapse** button at the end of the **Change data range** field to adjust the data included in the chart.



- Select the new data and click  the **Expand** button to return to the *Select Data Source* dialog box.

- Click **Switch Row/Column** to flip the chart **Y** and **X** axes.

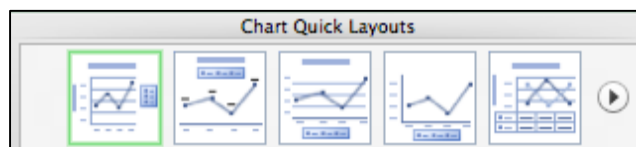
- Click **OK** when done make changes.

- To add another series, click the **Add** button and then select enter the **Name**, **Y Values**, and **Category labels** for the new series.



- Click the **Switch Plot** buttons to **Plot by Columns**  or **Plot by Rows** .

- Click on a **Quick Layouts** to change the structure and formatting of the Chart.



- Click one of the **Chart Styles** to adjust the colors used in the chart.

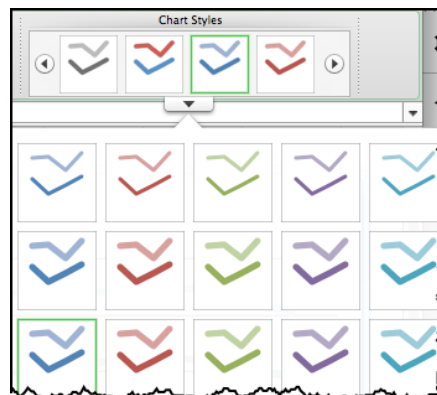
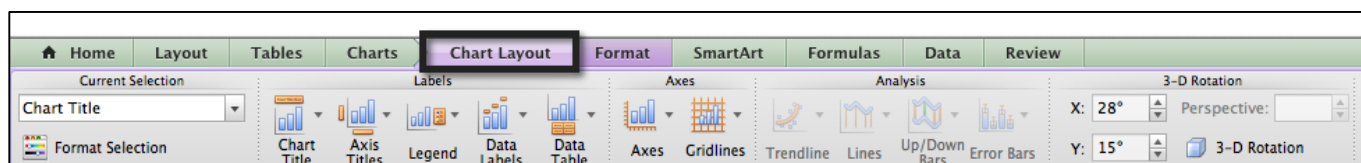


Chart Layout Tab: Current Select, Labels, Axes, Analysis and 3-D Rotation.



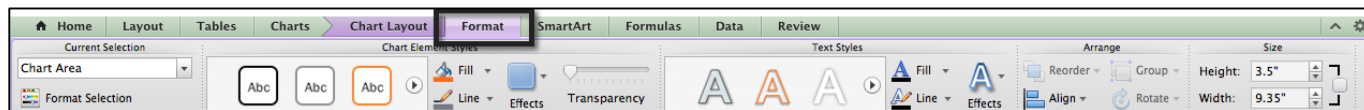
- Select the Chart by single clicking within the Chart.
- With the Chart selected, click the **Chart Layout Tab** to display the tools.
- From the **Chart Layout Tab**, make the following edits as needed:
 - Click the **Chart Title** drop-down arrow to change to **No Chart Title**, **Title Overlap Chart**, or **Title Above Chart**. Click **Chart Title Options** from the drop-down list to adjust the **Font**, **Text Box**, **Fill**, **Line**, **Shadow**, **Glow & Soft Edges**, or **3-D Format**.
 - Click the **Axis Title** drop-down arrow to change the **Horizontal Axis Title** to **No Axis Title** or **Title Below Axis**. Click **Horizontal Axis Title | Axis Title Options** from the drop-down list to adjust the **Font**, **Text Box**, **Fill**, **Line**, **Shadow**, **Glow & Soft Edges**, or **3-D Format**.

Click the **Axis Title** drop-down arrow to change the **Vertical Axis Title** to **No Axis Title**, **Rotated Title**, **Vertical Title** or **Horizontal Title**. Click **Vertical Axis Title | Axis Title Options** from the drop-down list to adjust the **Font**, **Text Box**, **Fill**, **Line**, **Shadow**, **Glow & Soft Edges**, or **3-D Format**.

- Click the **Legend** drop-down arrow to change the legend to **No Legend**, **Legend at Right**, **Legend at Top**, **Legend at Left**, **Legend at Bottom**, **Overlap Legend on Right** or **Overlap Legend on Left**. Click **Legend | Legend Options** from the drop-down list to adjust the **Placement**, **Font**, **Fill**, **Line**, **Shadow** or **Glow & Soft Edges**.
- Click the **Data Labels** drop-down arrow to change the data labels to **No Data Labels**, **Value**, **Series Name** or **Category Name**. Click **Data Labels | Data Label Options** from the drop-down list to adjust the **Labels**, **Number**, **Font**, **Text Box**, **Fill**, **Line**, **Shadow** or **Glow & Soft Edges**.
- Click the **Data Table** drop-down arrow to enable the display of the Data Table by selecting **Data Table** or hide the Data Table by selecting **No Data Table**. You can also display the Data Table with the legend key by selecting **Data Table with Legend Key**. Click **Data Table | Data Table Options** to adjust the **Grid**, **Font**, **Fill**, **Line**, **Shadow** or **Glow & Soft Edges**.
- Click the **Gridlines** drop-down arrow to adjust the **Horizontal** or **Vertical Gridlines**.
- When working with Lines charts, use the **Lines** and **Up/Down Bars** to adjust the appearance of the Line chart.
- Click **Error Bars** to show a percent of positive and negative potential error amounts in the results of a scientific experiment. You can add error bars to data series in a 2-D area, bar, column, line, stock, xy (scatter), or bubble chart.
- When editing a 3-D chart, click into the **Y** or **X** fields and adjust the **3-D rotation**.

Formatting Chart Elements

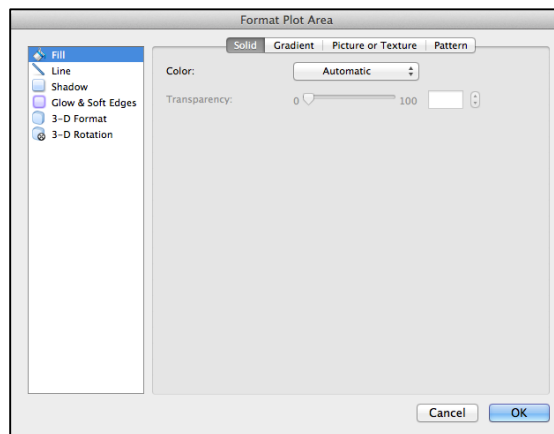
Format Command Tab: Current Selection, Chart Elements Style, Text Style, Arrange and Size



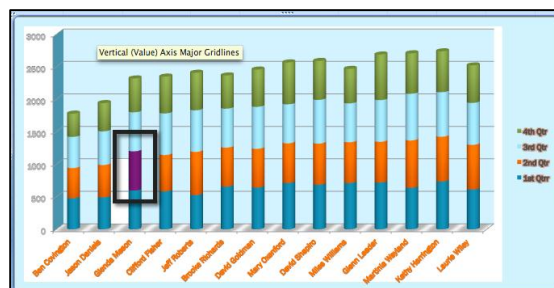
Use the **Format** tools to customize the various elements of the chart.

- Select the Chart by single clicking within the Chart.
- With the Chart selected, click the **Format Tab** to display the ribbon.
- Click the drop-down list arrow for the **Current Selection** field and select the area to be formatted. You can also click on the chart to select the part to be edited.
- Then click **Format Selection**.

Format options are specific to the selected elements and change based on the chart element being adjusted. For this example, we have selected to format the Plot Area.



- From the **Format** dialog box (shown right), adjust the **Fill**, **Line**, **Shadow**, **Glow & Soft Edges**, **3-D Format** or **3-D Rotation** for the Plot Area.
- Make the following edits as needed:
 - To draw attention to a single data point in your chart (example shown right), single-click the bar and then **Control + click** on the bar to display the shortcut menu. Select **Format Data Point** from the shortcut menu.
 - From the **Format Data Point** dialog box, adjust the **Fill**, **Line**, **Shadow**, **Glow & Soft Edges**, or **3-D format**.
- Use the **Chart Element Styles** buttons to adjust the selected element's **Fill**, **Line**, **Effects** and **Transparency**.
- Use the **Text Styles** buttons to adjust the selected text **Fill**, **Line** and **Effects**.

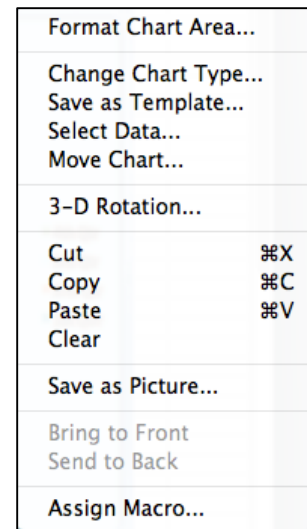




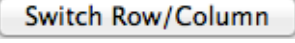
Formatting Charts using the Shortcut Menu

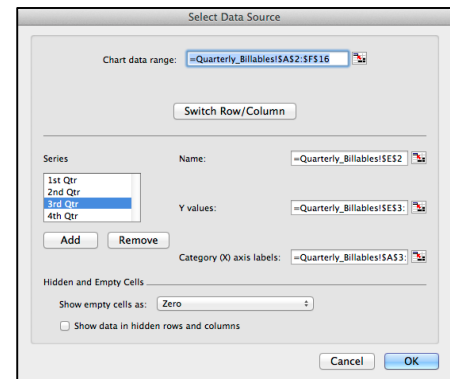
1. Select the Chart by single clicking within the Chart.
2. With the Chart selected, **Control + click** to display the Shortcut Menu.



Format options are specific to the selected element and the shortcut menu changes based on the chart element selected when the shortcut menu is displayed. For this example, we have selected the entire Chart.

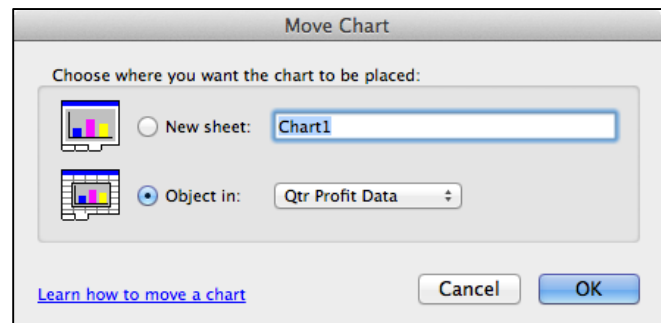
- From the Shortcut Menu, select **Format Chart Area** to adjust the **Fill, Line, Shadow, Glow & Soft Edges, 3-D Format, 3-D Rotation, Font, Properties, and Alt Text** for the Chart.
- Selecting **Change Chart Type** will make the **Charts Tab** active. Use the **Chart Type** buttons to change to another type.
- Selecting **Save as Template** will open the *Save* window and prompt you to save the chart formatting as a template in the **Chart Templates folder**. Type a name for the new template in the **Save As** field and click **Save**.
- Click **Select Data** to change the selected data range used in the chart. The *Select Data Source* dialog box displays (shown below right).



- Click  the **Collapse** button at the end of the **Change data range** field to adjust the data included in the chart.
- Select the new data and click  the **Expand** button to return to the *Select Data Source* dialog box.
- Click  **Switch Row/Column** to flip the chart **Y** and **X** axes.
- Click **OK** when done make changes.
- To add another series, click the **Add** button and then select enter the **Name**, **Y Values**, and **Category labels** for the new series.



- Click the **Switch Plot** buttons to **Plot by Columns**  or **Plot by Rows** .
- Click **Move Chart** to open the *Move Chart* dialog box (shown right).
 - Select to move to a **New Sheet** or
 - Select to make the Chart an **Object in** a selected sheet from those available in this workbook.
 - Click **OK**.
- Click **3-D Rotation** to adjust the 3 dimension settings of the chart.
- Click **Save as Picture** to save the Chart as a picture. You will be prompted to select a Save as location. Click **Save**.



Printing a Chart

To print a chart use the move chart option to place it on a separate worksheet and then print the active sheet.

1. Select the chart and then **Control + click** to display a shortcut menu.
2. Select **Move Chart | New Sheet | OK**. The Chart is placed on a new spreadsheet and sized to fit to the page.
3. Click **File | Print | Active Sheet | Print**.